

## MILPERSMAN 1160-120

### HIGH YEAR TENURE (HYT)

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Reference	(a) BUPERSINST 1900.8D
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1. **Purpose.** The High Year Tenure (HYT) Program is a vital and effective force shaping tool to properly size and shape the Navy. This policy establishes standardized length of service (LOS) gates by pay grade balanced with a waiver process that allows the Navy to retain the right Sailor. As one of the Navy's key enlisted force shaping tools, the HYT Program enables viable career paths and advancement opportunity across all pay grades and LOS spectrums. The standardized HYT gates are established to allow the Sailor greatest flexibility to stay Navy in a stabilized force. Through this process Navy enhances an Active Component and Reserve Component continuum of service.

a. This article applies to members of the United States Navy, United States Navy Reserve (USNR) (Full Time Support) (FTS), and USNR personnel serving on active duty for a minimum of 2 consecutive years. HYT policy for personnel in the Canvasser Recruiter Program, selected reserve (SELRES), or mobilized reservists is contained in reference (a).

b. Unless HYT waiver approval is authorized by Navy Personnel Command (NAVPERSCOM), personnel may only reenlist or extend up to their HYT date for their current pay grade. Personnel who have been selected for advancement to the next higher pay grade may reenlist or extend up to the HYT date of their prospective pay grade.

### 2. **Definitions**

a. **Active Military Service:** All active duty in the Army, Navy, Air Force, Marine Corps, and Coast Guard.

- b. **Active Navy Service:** All active duty in the Navy.
- c. **HYT Date:** The date a Sailor will reach the LOS gate contained in para. 3.
3. **Maximum Years of Active Service.** Current standardized HYT gates by pay grade are outlined in the table below. Future modifications to HYT gates may be announced via NAVADMIN prior to revisions to this article. Professional growth criteria outlined in MILPERSMAN 1160-030 must also be referred to in order to determine reenlistment eligibility. Use the following guidelines when computing active service:
- a. HYT dates for active duty personnel are computed using active duty service date (ADSD), not pay entry base date (PEBD).
- b. Use only total active Navy service to compute HYT dates for pay grades E-1 through E-4 Sailors. See para. 9d for guidance on correcting the HYT dates for other service veterans (OSVETS).
- c. All active military service is used to compute HYT dates for E-5 through E-9 Sailors.
- d. Active duty Sailors who have previous inactive duty service must also calculate periods of annual training (AT), active duty training, active duty for special work, one year recall, presidential recall, and periods of mobilization into their active military service. Drill periods are not considered active duty.

Grade	Years	Remarks
E1-E2	6	May not reenlist unless approval is granted via Perform to Serve (PTS) (if applicable) or NAVPERSCOM, Career Progression Division (PERS-8).
E-3	6 (8)	Authorized to remain on active duty up to 8 years if Sailor has Passed-Not Advanced (PNA) an E-4 exam and approval is granted via PTS (if applicable). See para. 9d of this article for procedures to request corrected HYT date.
E-4	8	
E-5	14 (20)	E-5 HYT gate is modified to 14 years for Sailors with less than 10 years of total active military service as of 1 July 2005 (those Sailors whose ADSD is on or after 1 July 1995). E-5 Sailors with 10 or more years of total active military service as of 1 July 2005 retain their HYT gate of 20 years (those Sailors whose ADSD is on or before 30 June 1995).
E-6	20	
E-7	24	
E-8	26	

E-9	30	
CMDCM	32	CMDCM/FORCM (9580) selected for a 1 or 2 star flag/general officer assignment to complete a 3 year tour of duty.
CMDCM	35	CMDCM/FORCM/FLTCM (9580) selected for a 3 or 4 star flag/general officer assignment to complete a 3 year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM (9580) selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4 year tour of duty.

e. Command master chiefs (CMCs) may exceed 30 years service as indicated in the table above provided that they:

(1) Entered the CMC or Command Senior Chief (CSC) Program prior to completing 24 years of service;

(2) Served continuously as a CMC or CSC since entering the program; and

(3) Are selected for a flag or general officer assignment and validated by the CMC detailer for eligibility. Progressive assignment should be considered to proceed past 30 years of service.

4. **HYT Waiver Eligibility.** Requests to continue on active duty beyond established HYT gates will be considered on a case-by-case basis. Examples of requests which will be given favorable consideration:

a. In support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit.

b. Ratings which are identified as undermanned on the most recent career reenlistment objectives (CREO) message.

c. Waivers for Obligated Service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. OBLISERV for permanent change of station (PCS) orders, in general, does not constitute a reason to exceed HYT dates. These waiver requests will be considered on an individual basis via normal waiver request procedures. OBLISERV stated on PCS orders does not override HYT dates unless a HYT waiver request has been approved prior to PCS execution.

(2) E-3 and E-4 personnel approved for rating conversion (under PTS or the normal conversion process), via appropriate

Class "A" and or "C" Schools, will be granted a HYT waiver to coincide with expiration of the training OBLISERV requirement. For example, an E-4 approaching his or her HYT date and authorized conversion via an "A" School of 13-14 weeks in duration must complete 24 months of OBLISERV (see MILPERSMAN 1306-604 for Service School obligation requirements); therefore, the HYT date will be revised to reflect 24 months following completion of formal training. Commands must liaison with NAVPERSCOM, Enlisted Retirements Section (PERS-8354) to ensure the revised HYT date is accurately reflected in the Enlisted Master File (EMF).

(3) E-3 and E-4 personnel approved for in-rate advanced training ("C" School) will be granted a HYT waiver to coincide with expiration of the training OBLISERV requirement as outlined in para. 4c(2) above.

(4) E-4 personnel approved for the Selective Training and Reenlistment (STAR) Program are authorized to exceed HYT dates as they will be advanced to E-5 and will incur a 4- to 6-year OBLISERV requirement upon successful completion of required school.

**NOTE:** HYT waivers for the STAR Program are for first-term personnel only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

d. Personnel who desire to maximize selective reenlistment bonus (SRB) zones A, B, or C entitlement with a HYT waiver must submit a HYT waiver request prior to submitting their SRB precert request. These requests will be considered on an individual basis.

e. All of the HYT waivers mentioned above must have prior approval from NAVPERSCOM (PERS-8354) prior to executing a reenlistment or extension.

5. **HYT Waiver Ineligibility.** HYT waiver requests which are of a strictly "personal convenience nature" will not be approved and should not be submitted. Examples of such waiver requests include (but are not limited to):

a. Commanding officers (COs) may not extend Sailors to await examination results.

b. Personnel who desire to obtain the necessary service to participate for advancement. In order to participate in an advancement examination, a Sailor's HYT date must be after the first day of the advancement cycle for which they are competing. Specific dates for determining this advancement eligibility are contained in para. 7.

c. To commence or continue medical treatment that is on an outpatient basis (see para. 9b of this article for authorized exceptions).

d. To allow a Sailor to continue or complete additional off-duty education courses while still on active duty.

e. To permit a Sailor to have a more personally advantageous date for retirement or separation (e.g., member desires to retire in summer months).

f. To increase member's anticipated financial entitlements (i.e., involuntary separation pay or Fleet Reserve retainer check) based on length of military service.

g. To meet minimum eligibility requirements or to await additional quotas for automatic advancement under any current or future Navy automatic advancement program such as Command Advancement Program (CAP).

#### 6. Procedures for Requesting HYT Waivers

a. Requests for HYT waivers shall normally be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request, and should arrive at NAVPERSCOM (PERS-8354) 10 months prior to established HYT date. In a time-critical situation, commands may send a naval message. Submit HYT waiver requests for FTS personnel to NAVPERSCOM, Reserve Enlisted Personnel Status Branch/FTS Recall and Conversions (PERS-913). Requests should include, at a minimum, the following information:

(1) Member's rate, full name, and last 4 digits of social security number.

(2) Desired length of waiver in months.

(3) Reason for waiver with sufficient supporting justification. Request is to indicate the specific operational unit (if applicable) member is seeking assignment to.

(4) CO's endorsement and signature.

(5) Command point of contact (POC).

b. NAVPERSCOM (PERS-8354) will staff HYT waiver requests through the appropriate rating detailer and enlisted community manager. Final approval or disapproval resides with Bureau of Naval Personnel (BUPERS), Enlisted Community Management Branch (BUPERS-32). Commands will be notified via naval message of waiver disposition.

7. **HYT and Advancement**. Candidates for advancement who will be over the established HYT date for their present pay grade on the first day of the advancement cycle (see table below) are ineligible for advancement consideration. These members are not permitted to participate in an advancement examination and will not be considered by a selection board unless they have already received an approved HYT waiver from NAVPERSCOM (PERS-8354) to remain on active duty beyond that date.

If competing in below advancement cycle...	Then must be on active duty on...
E-4/5/6 March exam	1 July same year
E-4/5/6 September exam	1 January following year
E-7 January exam	1 September same year
E-8/9 board	1 July same year

8. **Involuntary Separation Pay (ISP)**. Personnel who are separated due to HYT gates are normally entitled to full ISP. MILPERSMAN 1920-030 through 1920-060 outline ISP definitions and policy. In order to preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service, commands separating Sailors in pay grades E-5 and below for HYT (who are otherwise fully retainable) shall complete Copy 4 of member's DD-214 Certificate of Release or Discharge from Active Duty, as follows:

a. Block 26 (Separation Program Designator (SPD) Code): Use SPD code **JBK** if member is retention eligible except for HYT and otherwise entitled to full ISP. Use SPD code **JGH** or **LGH** if member is not retention eligible and only entitled to half ISP. Refer to reference (a).

b. Block 27 (Reentry Code): RE-6.

9. **Special Considerations**

a. **Twilight Tour Eligibility.** E-9 personnel who receive a HYT waiver forfeit their twilight tour eligibility.

b. **Limited Duty (LIMDU) Status.** Personnel in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on active duty if actually hospitalized as an in-patient, or if their case has been accepted by the physical evaluation board (PEB) for disability determination. Being seen as an outpatient or submitting a case to PEB (without it having been accepted) is not sufficient justification to retain members beyond their established HYT date.

c. **Reduction in Rate (RIR)**

(1) Personnel reduced in rate are authorized to complete an enlistment properly entered into prior to reduction even if the enlistment expires after HYT gates of the new pay grade. Members in this category must separate at current expiration of active obligated service (EAOS) if the new HYT gate is met or exceeded, unless they are granted a HYT waiver or are subsequently advanced or reinstated. If the EAOS is prior to the new HYT gate, they may continue on active duty until the HYT gate of the new pay grade, if otherwise eligible. Personnel reduced in rate to E-3 retain an 8-year HYT gate. Commands must liaison with NAVPERSCOM (PERS-8354) to ensure the revised HYT date is accurately reflected in the EMF.

(2) Members who elect not to remain on active duty until their normal EAOS may request early separation, if desired, from NAVPERSCOM (PERS-8354) via their CO.

d. **Procedures to Correct HYT Dates**

(1) E-3 Sailors who have Passed Not Advanced (PNA) a Petty Officer Third Class (PO3) advancement examination are authorized to remain on active duty for up to 8 years, if otherwise eligible. In order to ensure the EMF reflects the revised HYT date, commands must send a copy of the member's advancement profile sheet to NAVPERSCOM (PERS-8354) requesting that the HYT date be changed from 6 to 8 years.

(2) HYT gates for OSVETs in pay grades E-4 and below are computed based on total active Navy service only. In order to

correct the EMF to reflect the correct HYT date, commands should send the following documents to NAVPERSCOM (PERS-8354):

(a) Copy of service member's initial enlistment contract; and

(b) Copy of each of service member's DD 214s; **or**

(c) Statement of service reflecting all periods of military service (in any branch).

(3) If it has been determined that a HYT date reflected on a service member is incorrect, contact NAVPERSCOM (PERS-8354) for verification and subsequent correction to the EMF.